

CURRICULUM AND POLICY COMMITTEE of the School of Education

TITLE

This organization shall be entitled the “Curriculum and Policy Committee of the School of Education.”

PURPOSE

The purpose of this committee shall be to approve the curriculum and curriculum changes in the School of Education. The members shall make recommendations to the Dean of the School of Education and advise the dean on such matters as are deemed necessary.

MEMBERSHIP

The committee shall consist of department chairs in the School of Education and the School of Education Certification Officer and Field Experience coordinator. In addition, there shall be up to six tenured or tenure-track faculty representatives serving two-year terms. These faculty representatives shall be appointed to bring knowledgeable representation of undergraduate and graduate education programs in the School of Education. These members representing undergraduate and graduate education programs will be identified and appointed by the department chairs working in consensus with the Associate Dean. In addition, a representative knowledgeable of alternate route programs or special programs as well as teaching on regional campuses will be appointed to membership serving a two-year term.

The Associate Dean, other program directors and elected representatives to the University’s Undergraduate and Graduate Councils may attend and serve as ex officio non-voting members of the Committee.

MEETINGS

The committee shall meet once a month during the calendar year, except for May and December. Special meetings will be held as deemed appropriate by the dean.

PROCEDURAL POLICIES FOR MEETINGS

- A. Materials for review and/or the official agenda will be distributed to the members of the committee at least two working days before the meeting.
- B. Conduct of business requires a majority of voting members present.
- C. Items not on the agenda can be voted upon at the meeting with approval of two-thirds of the voting C&P members present.

PROCEDURAL POLICIES FOR ELECTRONIC VOTING

- A. With the approval of the Associate Dean, action items may be considered using an electronic voting process. This process can be used outside of the scope of regularly scheduled committee meetings.
- B. If an item is sent through the electronic voting process, an email containing all necessary materials and the voting form must be supplied to all committee members. The voting period will close seven days after the materials and the voting form are sent to the members. If an electronic voting process will occur during a university recognized holiday, break, or closing, the voting period must include extra days equal to the number of days the university was closed. If any materials are missing, the electronic voting process resets.
- C. Any individual committee member can decide to have an electronic vote moved into regular committee business. If this occurs, the matter becomes an action item for the next meeting of the committee and the electronic voting process is voided for the specific issue.
- D. For the results to be deemed valid, a majority of committee members must vote in addition to having zero (0) members vote to discuss it during a regular meeting.

RESPONSIBILITIES OF THE CURRICULUM AND POLICY COMMITTEE

- A. To consider and give its approval to all new degree and certificate programs in the School of Education and to any significant changes in an existing degree or certificate program.
- B. To consider and give its approval to all new majors and minors and to any significant changes in an existing major or minor.
- C. To consider and give its approval to all new courses and to any significant changes in an existing courses.
- D. To advise and consult with the dean on the formulation and implementation of the general policies of the School of Education.

AMENDMENT

To amend this charter, a written proposal must be presented to the committee members one week prior to a committee meeting. The committee must approve any changes to the charter by a majority vote.